

**“EVERY STUDENT, EVERY DAY”**



**Student Handbook  
2020-2021**

**“EXPRESS YOURSELF”**



## **Our Mission**

**“Every Student, Every Day”**

## **Vision Statement**

**Covina High School is a community inspiring passionate, innovative, and life-long learners.**

## **Instructional Focus Statement**

**All Students at Covina High School will show measurable growth in their ability to express authentic ideas applied to real-world situations, through speaking, writing and/or artistic expression, as measured by internal and external assessments.**

# TABLE OF CONTENTS

<b>DISTRICT CALENDAR</b>	<b>Page 4</b>
<b>BELL SCHEDULE</b>	<b>Page 5</b>
<b>CHS CAMPUS MAP</b>	<b>Page 6</b>
<b>STAYING CONNECTED WITH US: SOCIAL MEDIA ADDRESSES</b>	<b>Page 7</b>
<b>ATTENDANCE POLICIES AND PROCEDURES</b>	<b>Pages 8-10</b>
<ul style="list-style-type: none"><li>• Compulsory Education Law</li><li>• Independent Study</li><li>• Attendance Checks</li><li>• Clearing Absences</li><li>• Closed Campus</li><li>• Illness While at School</li><li>• Leaving Campus During the Day</li><li>• Saturday School Rules and Regulations</li><li>• Tardy Policy</li><li>• Tardy Sweeps</li><li>• Unexcused Tardies</li><li>• Disciplinary Consequences for Attendance Problems</li><li>• School Attendance Review Team (SART)</li><li>• School Attendance Review Board (SARB)</li></ul>	
<b>DISCIPLINE Policy</b>	<b>Pages 10-14</b>
<ul style="list-style-type: none"><li>• Detention</li><li>• Drug and Alcohol Free</li><li>• Harassment</li><li>• Safe Place to Learn Act</li><li>• Suspension and Expulsion</li><li>• Suspension or Expulsion Due Process</li><li>• Tobacco, Alcohol and Other Drug Use Prevention Programs</li><li>• Uniform Complaint Procedure</li></ul>	
<b>GENERAL INFORMATION</b>	<b>Pages 14-18</b>
<ul style="list-style-type: none"><li>• ASB Cards</li><li>• Athletic Clearance</li><li>• Dance Clearance Forms</li><li>• Dress Code</li><li>• Emergency Message Requests</li><li>• Hall Passes</li><li>• ID Cards</li><li>• Internet Acceptable Use Policy</li><li>• Nutrition Services</li><li>• Off Campus Lunch Pass Applications</li><li>• Out-of-Bounds Areas</li><li>• Personal/School Property</li><li>• Radios/Electronic Devices/Cellular Phones</li></ul>	

- Skateboards and Skates
- Smoking/Tobacco Products Tobacco-Free
- Student Parking and Parking Lot Rules
- Textbooks, 1 to 1 Devices, and Other School Equipment
- Work Permits

## **HEALTH OFFICE**

**Page 18**

- Health Clerk
- Health-Related Modifications to Academic Program
- Health Services
- Medications
- Illness at School

## **PREVENTION AND SAFETY**

**Page 19**

- Confidential Reporting
- Emergency Procedures
- Harassment Complaint Procedures
- Personal Issues
- Self Referrals
- Substance Abuse
- Tobacco Resistance

## **HEALTH SERVICES (New)**

**Pages 20-36**

## **COVID-19 Emergency Plan, Procedures, and Policies Handbook**

# Covina-Valley Unified School District School Calendar for 2020-21

August 2020				
M	T	W	TH	F
3	4	5	6	7
10	NT	NT	PD	PD
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	**20
23	24	25	26	27
30				

December 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	F	F	F,M
21	22	23	24	25
28	29	30	31	

January 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	*29

February 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	F
31				

June 2021				
M	T	W	TH	F
	F,M	F,M	**MS/HS	
	1	2	M 3	4
7	8	9	10	11

TK-12th Grade Student Holidays  
9/4, 11/23-25, 12/21-23,  
12/28-30, 4/5-9

\*Teacher Professional Development  
Day - No Students  
1/29 (All TK-12)

\*\*Teacher Work Day - No Students by  
Grade Level  
ES -11/20, MS - 6/3, HS - 6/3

F - Final Exams - High School Only  
12/16-18 and 5/28, 6/1, 6/2

M - Minimum Days  
ES -12/18 6/2, 6/3, and 2 days TBD  
MS - 12/18, 5/28, 6/1, 6/2 and  
2 days TBD  
HS - 2 days TBD

See other side for more information

Instructional Days Taught			
Sch. Month	TK-5	6-8	9-12
8/17 - 9/11	18	18	18
9/14 - 10/9	20	20	20
10/12 - 11/6	20	20	20
11/9 - 12/4	13	14	14
12/7 - 1/1	10	10	10
1/4 - 1/29	18	18	18
2/1 - 2/26	18	18	18
3/1 - 3/26	20	20	20
3/29 - 4/23	15	15	15
4/26 - 5/21	20	20	20
5/24 - 6/3	8	7	7
Totals	180	180	180

## Holidays for 2020-21

Sep 7 Labor Day  
Nov 11 Veterans Day  
Nov 26 Thanksgiving Day  
Nov 27 Local Holiday  
Dec 24 Local Holiday (CSEA)  
Dec 25 Christmas Day  
Dec 31 Local Holiday (CSEA)  
Jan 1 New Year's Day  
Jan 18 Martin Luther King Day  
Feb 8 Local Holiday  
Feb 15 President's Day  
May 31 Memorial Day

## Winter Break

Dec 21, 2020 - Jan 1, 2021

(District Office closed)

## Spring Break

Apr 5 - 9, 2021

# Covina High School

*"Express Yourself"*

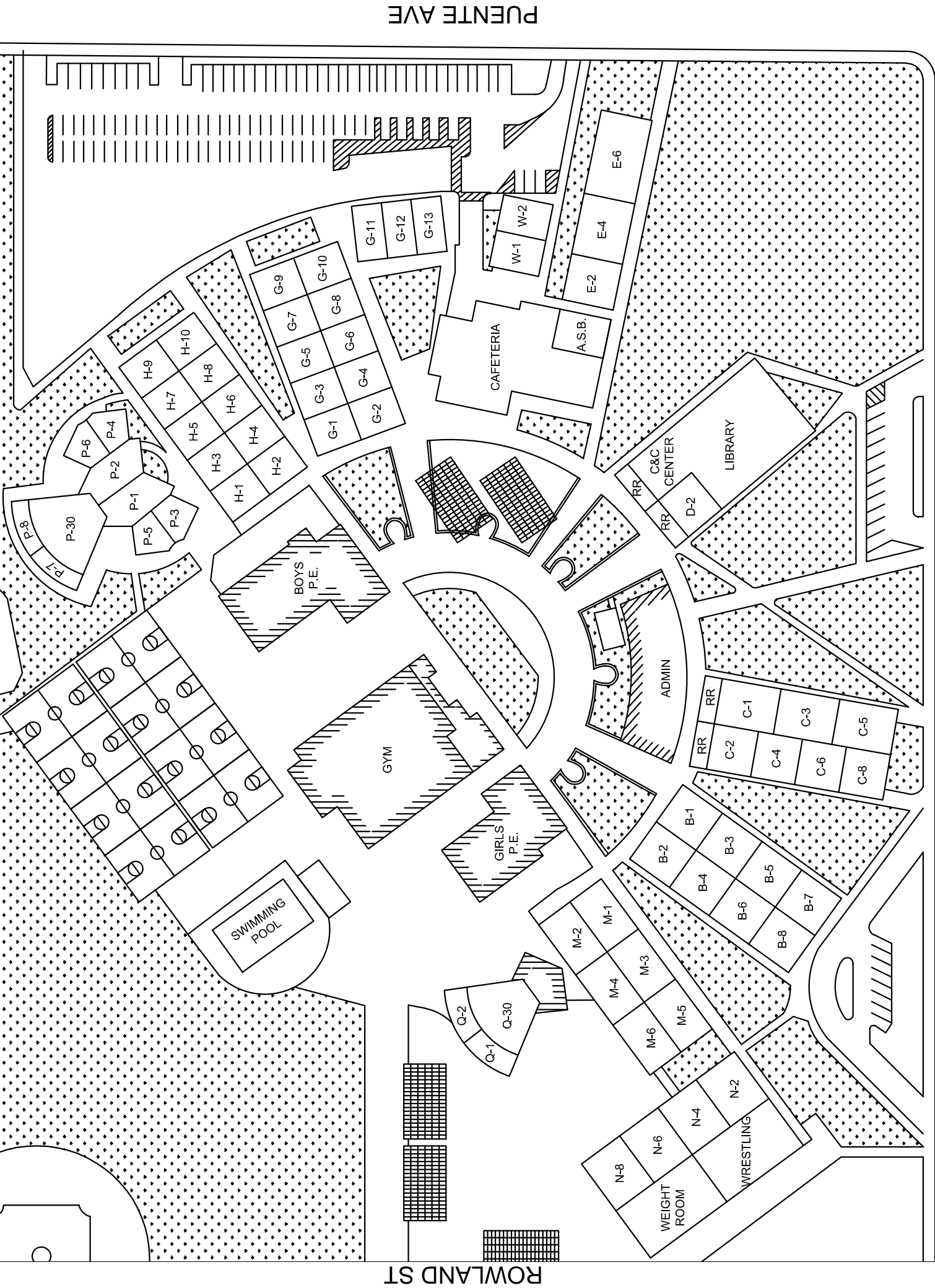
## **DISTANCE LEARNING BELL SCHEDULE 2020 - 2021**

---

Period 1	8:00 - 8:41
Period 2	8:46 - 9:27
Period 3	9:32 - 10:13
Period 4	10:18 - 10:59
Period 5	11:04 - 11:45
Period 6	11:50 - 12:31
Lunch	12:31 - 1:06
Marching Band & Athletics	1:10 - 1:51

---

*The use of instructional time will include direct interaction with teachers and classmates, as well as opportunities for students to complete independent assignments*



HOLLENBECK AVE

ROWLAND ST

PUENTE AVE

# STAY CONNECTED WITH US: SOCIAL MEDIA INFO



**Subscribe @  
Covina High ASB**



## **INSTAGRAM**

**@Covinahighasb  
@covinaathletics**



## **TWITTER**

**@Covinahighasb  
@CovinaAthletics  
@ColtsCounseling  
@CHS\_Colts\_CCC  
[College/Career Center]**



# **Attendance Policies and Procedures**

## **Compulsory Full-Time Education**

State law requires that all minors attend school full-time. Regular attendance is essential to learning and academic success. Attendance is taken each period and is noted in the attendance system. If a student is absent for an unexcused reason, the parent/guardian will receive an automated phone call notifying them of the absence.

### **Types of Absences:**

- Excused: Absences due to illness, doctor or dental appointments, and death in the immediate family (mother, father, live-in relative).
- Unexcused: Absences due to truancy, flat tires, running out of gas, missing the bus, oversleeping, etc.
- Absences due to suspension from school will be considered an unexcused absence.

**NOTE: Even if a student is 18 years of age, the attendance office reserves the right to verify all absences with a parent/guardian. Excessive absences (more than 10) for illness will require a note from a physician.**

### **Independent Study**

#### **Planning a Trip or needing to be absent for 5 consecutive days or more**

Going to school is your child's "job" and attendance is the key! However, sometimes families have to travel during the school year. If trips cannot be scheduled during the school holidays, parents must obtain **an independent study contract** through the **counseling office** for trips of **5** days or more. An independent study contract allows students to earn academic credits, meet attendance requirements and keep up in the classroom. Contracts are not just for travel. Students who are absent for any reason (**five or more consecutive days**) may benefit from a contract. Contracts must be written in **one** week in advance of the time and must be at least five consecutive school days. **All** of the work must be completed to earn credit.

### **Attendance Checks**

Parents are welcome to call the Attendance Office to check on their child's attendance record by contacting the attendance office @ (626) 974-6000.

### **Clearing Absences**

Absences and tardies are cleared through the attendance office within **three days**. A parent/guardian phone call to (626) 974-6000 or a note written by a parent/guardian may be brought in to the attendance office to clear an absence. Uncleared absences are considered trancies. Consequences will be assigned for uncleared absences and tardies. Students are assigned 1 hour of detention for each unexcused period absence and 4 hours of detention, or 1 Saturday School for every 4 hours of detention, for all day absences.

If students miss school, you can make-up instructional work by attending Saturday School from 7:55am-12:05pm pm on specific Saturdays. All detention hours and Saturday Schools assigned must be cleared to attend any CHS special event. Excessive absences may be referred to the SART team (see page 11).

### **Closed Campus**

Covina High School is a closed campus, and we believe that providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus for the entire school day. However, students are permitted to leave with **parental approval** under the following circumstances:

1. Students who have lunch passes
2. Students who have off-campus courses
3. Students who have medical or dental appointments

Students who have parental permission to leave during the school day for medical or dental appointments, or emergency reasons must report to the attendance office before leaving. Attendance Office personnel will issue the student an off-campus permit.

### **Illness While at School**

If a student becomes ill during the day, the student needs to go to the Health Office so an assessment can be made and notification given if the student is to be sent home. If being sent home, the nurse/authorized staff must check the student out for the day.

### **Leaving Campus During the Day**

Students who need to leave campus after attending one or more classes must obtain a pass from the Attendance Office prior to leaving the campus. Parents will not be able to excuse these absences at a later time if their student has left campus without a pass. Parents who come to the campus to pick up their student must present a valid photo identification card to the office clerk at the time of pick-up. Students must go through the office when leaving campus during the school day.

### **Saturday School Rules and Regulations**

Our Saturday School program provides students additional time and support to ensure their academic success. It also serves to clear student absences, trancies, and tardies. In accordance with the school attendance policy, students will receive a truancy after returning from absences that have not been cleared by a parent/guardian within three days. Students receiving a period truancy or all-day trancies will be assigned Saturday School, which is held from 8:00 a.m. - 12:00 p.m. in the library.

### **Saturday School Rules and Regulations**

- Students must arrive on time.
- Students are to enter and leave in a non-disruptive manner.
- The student must bring work and be prepared to work quietly and independently the entire assigned time.
- The student may not disturb other people.
- No electronic devices will be permitted including radios, mp3's, or cell phones.
- Students who fail to follow directions will be removed from Saturday School with no credit for the time served and parent/guardian is notified.
- Students must follow the school dress code policy.
- Students will not be allowed into Saturday School without their school ID.

### **Tardy Policy**

Students are expected to be on time to all classes. If detained by a teacher, the student should ask the teacher for a pass. Tardiness is defined as not being in the class when the tardy bell rings. Late students miss important information and are disruptive to the learning environment. For example, being late five minutes each day is a loss of 15 hours of instruction per year. Additionally, being on time and productive is a skill valued highly in the workforce. Students will be assigned ½ hour of detention after the third tardy to any period during the day every three weeks.

### **Tardy Sweeps**

Throughout the school year, CHS Administration will implement Tardy Sweeps; students tardy on these days will be assigned a ½ hour of detention.

### **Unexcused Tardies**

Tardies can be excused for the same reasons as an absence: Illness, doctor or dental appointments, and death in the immediate family (mother, father, live-in relative). Parents or students who are 18 years old must follow the same procedures to clear a tardy. The following are examples of reasons that cannot be excused:

- Car is not working

- Sick family member
- Overslept
- Poor weather conditions
- Excessive traffic

### **Disciplinary Consequences for Attendance Problems**

#### **Detention**

Detention is assigned to reduce the rate of unexcused absences, truanancies and tardies.

#### **Unexcused Absences**

The Attendance Office will refer students to the Assistant Principal. Students then have the opportunity to have parent's clear absences that should have been excused or to have teacher/office personnel provide verification of any reporting errors. Absences must be cleared and/or detentions served within three days. Attendance history reports are available upon request by student or parent. The consequences for truanancies are delineated below:

- Mandatory Tutoring (During lunch and afterschool)
- Saturday Academic School
- Parent Conference
- Attendance Contract
- Citation from Covina Police Department
- Referral to SART (School Attendance Review Team) or SARB (School Attendance Review Board)
- Possible removal from class
- Revoke Permit (if on a permit)
- Possible transfer recommendation

#### **School Attendance Review Team (SART)**

A School Attendance Review Team (SART) meets at the request of the Assistant Principal when a student's absences, whether excused or unexcused, become excessive. Parents and student are required to attend the meeting. SART will develop an attendance and behavioral contract for the student and parent. Failure to abide by the contract may result in a referral to the School Attendance Review Board.

#### **School Attendance Review Board (SARB)**

The School Attendance Review Board, or SARB, meets with students and parents referred by the District Supervisor of Child Welfare and Attendance. The Board consists of members of local Police Departments, Psychologists, Probation Officers, School Resource Officers, and District Supervisors of Child Welfare and Attendance. The Board will determine if the responsibility for poor attendance rests with the parent or the child and make the appropriate legal referral.

### **Discipline Policy**

The Covina-Valley Unified School District Board of Education recognizes the necessity of safety and order in the schools as a prerequisite to learning. Students are expected to be considerate of the rights, property and privileges of others and to cooperate with school staff members. The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline.

All staff members shall assist in the enforcement of school and district rules against misconduct. Each school is authorized to enforce rules of conduct within the guidelines found in the District's policies and regulations and State laws and regulations on student conduct and discipline.

Students are expected to:

- regularly attend school and be on time
- obey school, classroom, campus, and bus rules and regulations
- respect the personal and property rights of other students and staff members
- be prepared for class participation with appropriate materials and assignments
- follow the directions of school staff members

### **Detention**

Students who owe hours receive a note from the Assistant Principal every 2-3 weeks informing them of the hours owed and how to clear them. Students may also contact the Assistant Principal's Secretary to receive an update on the number of hours owed.

### **Clearing Hours**

Students may clear detention hours by attending after school tutoring (days and times TBD), or by participating in school sanctioned clubs or events.

### **Parent Notification**

Early intervention is attempted by notifying parents of student absences through the use of an automated phone machine (computer calls home in the evening when students are absent two or more periods during the school day), absences are listed on each 6 week Progress Report, and phone/mail notification as part of the Tardy/Truancy policy. Parents may access their student's attendance by logging on to the Parent Portal. See the Counseling Office for information on setting up a Student or Parent Portal account.

### **Drug and Alcohol Free**

It is the policy of the Covina-Valley Unified School District (C-VUSD) to provide a drug-free environment. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a drug, controlled substance or alcoholic beverage is prohibited in any school under the control of C-VUSD.

### **Harassment**

The Board of Education is committed to maintain an educationally safe environment free from harassment, threats, hate violence, intimidation, and sexual harassment for its students. The Board of Education considers sexual harassment a violation of state and federal laws which may result in disciplinary action or dismissal of the offending employee or in the case of students, suspension or expulsion as provided by Board Policy 5114, Suspension, Expulsion, Exemption or Exclusion of Students.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any of the following conditions: Education Code Section 48900.2 (sexual harassment). (Education Code 212.5).

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's status, progress or promotion.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment, or
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs or activities.



It should be the policy of this District to investigate and remedy in an expeditious and timely manner any reports of sexual harassment. All students are encouraged to report incidents of sexual harassment without fear of reprisal. Student reports may be made to the Principal, administrator or designees of the school in which he or she is in attendance, or to the Supervisor of Special Education and Student Services at the District Office. Employees and students shall receive information on this policy, procedures for reporting charges of sexual harassment and available remedies as provided by applicable state and federal laws. (Education Codes: 212.5; 212.6; 48900.2; 48900.3; 48900.4; 48915, 48980)

### **Safe Place to Learn Act**

Covina High School is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation and bullying based on actual or perceived characteristics such as disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics as stated in Education Codes 234 and 234.1. All school personnel who witness an act of discrimination, harassment, violence, intimidation or bullying must take immediate steps to intervene when it is safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation or bullying related to school activity or school attendance occurring within a school may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the District's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Assistant Principal of Student Services.

### **Suspension and Expulsion**

Education Code Section 48900 states a student shall be suspended from school or recommended for expulsion when the superintendent or the principal of the school in which the student is enrolled determines that the student has:

- (a) (1) caused, attempted to cause, or threatened to cause physical injury to another person;  
(2) or willfully used force or violence upon the person of another, except in self-defense.
- (b) possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- (d) unlawfully offered, arranged, or negotiated to sell any controlled substance or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished another liquid, substance, or material and represented the substance as a controlled substance, alcoholic beverage, or intoxicant.
- (e) committed or attempted to commit robbery or extortion.
- (f) caused or attempted to cause damage to school property or private property.  
stolen or attempted to steal school property or private property.
- (g) possessed or used tobacco, or any products containing tobacco.
- (h) committed an obscene act or engaged in habitual profanity or vulgarity.
- (i) had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (j) disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (k) knowingly received stolen school property or stolen private property.
- (l) possessed an imitation firearm.
- (m) committed or attempted to commit a sexual assault and/or a sexual battery as defined in the Penal Code.
- (n) harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- (o) unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (p) engaged in, or attempted to engage in, hazing as defined in Section 32050.

(q) aided or abetted the infliction or attempted infliction of physical injury to another person.

In addition to the reasons specified in Education Code Section 48900, a student may be suspended from school or recommended for expulsion if the Superintendent, or the Principal of the school in which the student is enrolled, determines that the student has:

**48900.2** committed sexual harassment. This section shall apply only to students in grades 4-12, inclusive;

**48900.3** caused, attempted to cause, threatened to cause, or participated in an act of hate violence. This section shall apply only to students in grades 4-12, inclusive;

**48900.4** intentionally engaged in harassment, threats, or intimidation;

**48900.7** made terrorist threats against school officials or school property or both.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated above upon a first offense, if the Principal or Superintendent determines that the student violated subdivision (a), (b), (c), (d) or (e) of **Section 48900** or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

### **Suspension or Expulsion Due Process**

A student may be suspended from school or recommended for expulsion from the District. If a student becomes involved in a situation in which there is a suspension or an expulsion recommendation, the student and parent(s) will be given information on due process. Law enforcement will be notified when incidents involve controlled substances and/or assault with weapons, or when a principal determines that it is appropriate.

**Mandatory** offenses for which expulsion must be recommended, and the governing board must expel the student are: possession of, selling or furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or battery (Section 48900(n), *or possession of an explosive (M-80 or larger)*).

### **Tobacco, Alcohol and Other Drug Use Prevention Programs** **(Board Policy 5148)**

Drug, alcohol and tobacco use is strictly prohibited at Covina High School. Because the use of tobacco, alcohol and other drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences, the Board intends to keep District Schools tobacco, alcohol and drug free. The Board recognizes that there are students who misuse tobacco, alcohol and other drugs and can benefit from drug intervention programs. The Board supports intervention programs that include the involvement of students, parents, and community organizations. Referrals for "Stop Smoking Programs" are available in the school office. The Board desires that every effort be made to reduce student use of tobacco, alcohol and other drugs. The Board of Education authorizes the Superintendent or designee to suspend, transfer to another regular school, reassign to continuation high school (provided the student is 16 years of age or older), or recommend for expulsion a student who has on school premises or at school-related activities possessed, used, sold, distributed, or been under the influence of tobacco, alcohol or other drugs. Drugs, which have been prescribed for a student by a licensed physician, are an exception. (Forms are available from Student Services for students to have prescribed medications stored in the Health Office.)

### **Uniform Complaint Procedure**

The informational pamphlet about appeals, civil law remedies and donations under which a complaint may be taken directly to the California Department of Education is available from the Assistant Superintendent, Educational Services (626-974-7000, ext. 2070), during normal working hours. The Complaint Procedures are also posted in the school office.

These rules apply on any Covina-Valley Unified School District campus - whether enrolled in that particular school or not - while going to or coming from school or any school-sponsored activity. Violation of civil or criminal codes will also include a referral to the local police department.

## **GENERAL INFORMATION**

***Office Hours: Monday-Friday-7:30am-4:00pm. (When school is in session.)***

**Visitor Procedures:** All visitors entering the school must check in at the main office. Please be prepared to show identification. Visitors may not go directly to any classroom. Student visitors are not allowed during the school day. Non-students are not permitted to enter the central campus without specific permission from a school official.

### **ASB Cards**

ASB cards allow students ALL of the following: FREE admission to all home and league football & basketball games, discounted price on all school dances and yearbook, and varsity letters/bars for athletes and performing arts groups. It is strongly recommended that all students purchase an ASB card, but especially for athletes, band, cheer, and those involved in clubs and organizations. Please note: Athletes lettering in a sport or activity must have a valid ASB card to receive their actual varsity letter/emblem. ASB cards may be purchased from the ASB office.

### **Athletic Clearance for Participation in Sports/Activities & Physicals**

All students participating in athletics, including Cheer, MUST complete the Athletic Clearance process. Athletes should complete their forms online at [www.athleticclearance.com](http://www.athleticclearance.com) AND complete a physical form. Physical forms are available in the Student Services office and in D2. They must be turned in with the packet or after submitting paperwork online. Forms must be turned into Athletic Director in room D2. Athletic clearance MUST be complete BEFORE students participate in any sport or activity, including practice. This process must be completed each school year. Students are required to have a current 2.0 GPA to participate.

### **Dance Clearance Forms**

All students attending a major dance must complete a Dance Clearance Form. All non-Covina guests or dates must complete a guest pass, which is then given to the Assistant Principal for approval. NO guest passes will be issued at a dance. Students who owe fines (cafeteria, library or textbook) and do not have positive attendance are not eligible to attend major dances, including the Prom. All rules relating to student conduct and dress during school hours are in effect during dances. Students who leave a dance early MAY NOT return to the dance.

### **Dress Code**

Covina-Valley Unified School District actively supports the concept of providing a safe, positive atmosphere on campus to allow all students to excel, to feel physically and emotionally secure, to establish tolerance for everyone, to exercise personal responsibility and good judgment, and to focus on learning. Student dress has been shown to influence behavior and the learning environment. The standards apply to all students. The only exception is for school related organizations wearing designated uniforms for a specific purpose. The following policy regarding student attire has been approved by the Board of Education.

#### **1. Students are expected to wear:**

- a. clothing that is hemmed and free from tears, rips, and holes
- b. clothing that is not revealing (must not show any "private" body parts or undergarments.)
- c. school and personal property (i.e., notebooks, folders, backpacks, etc.) that are free of graffiti/ tagging
- d. clothing and accessories worn in the manner in which they were designed to be worn

#### **2. Students may not wear, display, or be in possession of clothing and/or accessories that:**

- a. indicate an association with a group (such as taggers), gang, or crew which is determined to be detrimental to the safety and well-being of the school community



- b. are obscene, sexually explicit, suggestive, or derogatory
- c. express or advocate violence; express racial, gender, ethnic, or religious messages interpreted by school personnel as negative, derogatory, or inappropriate
- d. promote or advocate the use of drugs, alcohol, tobacco, or intoxicants of any kind
- e. create a disruption to the safe and orderly operation of the school

School administrators will make reasonable decisions regarding dress standards that reflect the goal of safety and a positive learning environment. Whenever a student's appearance or dress is in violation of the dress code policy, the student will be given the choice of either contacting someone to bring a change of clothing or wearing a loaner piece of clothing for the remainder of the day.

### **Emergency Message Requests**

In order to avoid interrupting class instruction, and to allow office staff to attend effectively to their primary responsibilities, we request that parents not ask to have messages delivered to students during the school day unless there is an emergency. **This includes delivery of gifts, balloons, flowers, cards or other personal celebration items. The office will not deliver items to students.**

### **Hall Passes**

Students, office assistants, and teacher assistants are not permitted out of class without a hall pass. Also, students are not permitted in the school offices or library without a pass. Students are to go only to and from the designated destination on the pass. Students who are not in class and are not participating in after-school activities must be in the library or off-campus.

### **ID Cards**

At the beginning of each school year, student ID photos are taken at school and students are issued personal ID cards. Students will be required to show their ID card while checking out library books and in order to gain admission into school sporting events, dances, and other activities. If a student needs a new ID card due to loss, damage, or tampering, they will be charged a replacement fee. New students may obtain an ID card at the time of enrollment.

### **Internet Acceptable Use Policy**

Access to the Internet will be available throughout the campus. All parents and students are required to read and sign the Internet Acceptable Use Policy Consent and Waiver Form before using the Internet during their student's attendance at school.

### **Nutrition Services**

The cost of breakfast is \$1.50 for full pay and \$0.25 for reduced. Lunch is \$3.50 for full pay and \$0.40 for reduced. Applications for free and reduced breakfast and lunch must be filled out **every year**. Complete your Free or Reduced Meal Application **online** at [c-vusd.org](http://c-vusd.org), and click on the Meal Application link. Applications can also be picked up in our office and returned directly to the Nutrition Services Department at 519 E. Badillo Street, Covina, CA 91723. For more information please contact Nutrition Services at (626) 974-7000. Parents may pre-pay for their student's meals online using K12 payment center system, which can be accessed on the C-VUSD Web site or by visiting <https://www.k12paymentcenter.com/>

### **Off Campus Lunch Pass Applications**

Only seniors and juniors who have a minimum 3.0 GPA, no outstanding fines or fees, and positive attendance are eligible for an Off-Campus Lunch Pass.

<b>Lunch Pass Guidelines</b>
------------------------------

Students and their parents wishing to exercise the privilege of an off-campus lunch pass shall:

1. read and sign the application, understand that an off-campus lunch pass is a privilege and, as such, can be revoked at any time.
2. not take student(s) off campus with them who don't have a valid off-campus lunch pass.



3. understand that they need to be courteous and respectful while out in the community during lunch. Littering and/or acting in a manner that is unbecoming of a CHS high school student will result in the loss of off-campus privileges and additional disciplinary consequences.
4. be responsible for where students go for lunch and for transportation.
5. have their lunch permit in their possession at all times. The pass must be presented each time the privilege is exercised.
6. understand that the school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
7. be informed that they may combine their free 6<sup>th</sup> period with their lunch break for an extended lunch.
8. NOT leave campus any other time without parents checking them out through the Attendance Office first. Any student leaving campus without permission (or without a proper lunch pass in hand) will be considered truant and may receive a truancy citation from West Covina or Covina Police Department in addition to Saturday School.

#### **Steps Needed to Get an Off-Campus Lunch Pass**

1. Complete application. (Available after each six weeks progress report and end of semester report cards in the Student Services office.)
2. Get cleared by ASB Check with the ASB office to clear up any financial obligations. All fines and fees must be cleared before applying for an Off-Campus Lunch Pass. Students with outstanding financial obligations will be denied a pass.
3. Grade & Attendance Requirements-Check with Student Services to verify grades and attendance.

#### **Out-of-Bounds Areas**

Students are required to stay within supervised areas during brunch and lunch. Out-of-bounds areas include athletic fields, behind the gym, staff parking lots, corridors, behind the P and Q buildings, and tennis courts. Failure to stay within supervised areas may result in disciplinary action.

#### **Personal/School Property**

CHS assumes no responsibility for the loss or theft of personal property. Electronic devices such as cell phones, ipads, etc. are all considered personal property and are the sole responsibility of their owners. The administration will investigate the loss of such personal property at its own discretion and students are strongly encouraged to leave all such items at home.

#### **Radios/Electronic Devices/Cellular Phones**

Covina High School permits students to bring electronic devices to school and to use them appropriately. Electronic devices are not to be used when in class, unless the teacher has given specific permission. Although they may be carried in backpacks or purses, they are **not to be visible, used, or on during class time**. Cell phones may be used during passing periods, brunch, lunch and after school. Please ask supervising adults or teachers for clarification if needed.

This policy has been developed to reduce disruptions in the classroom and to reduce theft on campus. Students who do not follow these guidelines may have their electronic devices confiscated by staff members and held in the Student Services office for pick-up **after** seventh period. At the second offense, the student will have a conference with the Assistant Principal, parents will be notified, and a disciplinary consequence will be assigned. At the third offense, parents/guardians will need to pick up the phone. Repeated offenses can lead to further disciplinary consequences, including the loss of phone privilege.

#### **Student Parking and Parking Lot Rules**

District policy requires students to register their cars with school administration and park in designated areas. A parking permit does not guarantee a spot everyday. Campus Supervisors make regular checks of all parking

facilities; however, Covina High School is not responsible for damage to or theft of student vehicles. Students are also expected to abide by the following rules.

1. The speed limit is 5 miles per hour.
2. All vehicles must be parked within the designated parking lines.
3. All traffic must be in the proper direction. DO NOT drive against the flow of traffic.
4. When exiting the parking lot, observe posted signs and markings.
5. Burning rubber, excess speed, or horseplay of any kind will be cause for disciplinary action and possible denial of on-campus parking privileges.
6. Loitering or eating around cars in the parking lot is not permitted at any time.
7. Students driving any type of motor vehicle on campus grounds, except on the designated parking lot, will be disciplined.
8. Students may only park in the Student Parking Lot, located on the corner of Hollenbeck and Rowland, and not in areas designated for staff use.

### **Skateboards and Skates**

A skateboard rack is provided for students between the girls' locker room and M-Building. Skateboards left there must be secured with a lock. Although the school attempts to provide a secure place for them, it is not responsible for the theft or damage of any skateboards brought on campus. The use of skateboards, roller skates, and in-line skates are **PROHIBITED AT SCHOOL AT ALL TIMES** for safety reasons. Students who use a skateboard at school risk having the item confiscated. The Covina Municipal Code allows the police to issue citations to students who skateboard on school grounds. Skateboards must be carried while on campus and not ridden to ensure the safety of others.

### **Smoking/Tobacco Products Tobacco-Free**

The Covina-Valley Unified School District is committed to providing a tobacco-free environment and to promoting smoking-cessation programs for its students. This policy shall be disseminated throughout the school district and community by the posting of tobacco-free signs and posters, public announcements at school events and in written communications.

Students are prohibited from smoking or being in possession of tobacco products in any area on campus or adjacent areas, and at all school activities, including events held at the District Field or other off-campus sites. Students are subject to citation by the Covina Police Department. Staff and visitors are also prohibited by law, from smoking on campus or at any school event. This includes vaping.

Remember, no smoking is permitted anywhere on campus at any time. If you smoke and would like to quit, the Assistant Principal can refer you to an anti-tobacco program.

### **Textbooks, 1 to 1 Devices, and Other School Equipment**

Books and other materials or equipment issued to students for home use remain the property of the school district. Additionally, students will be assigned a classroom textbook to be shared with other students in other sections. All materials and equipment must be kept clean, handled carefully, and returned in good condition. Students will be required to pay for the cost of repair or replacement for damaged or lost items. The cost of replacing a classroom textbook for damage or loss will be shared among the students assigned to that textbook.

Covina High School and the Covina-Valley Unified School District have provided our students with their own take-home student device. Students will be loaned a Chromebook/Laptop for use on school-related projects and assignments. Technology use is an important part of education. This is an exciting time for our students, teachers, and the community. The immediate access to technology and innovate the instructional design of our

staff will have a beneficial effect on student learning and achievement. In addition, these devices are an integral part of teaching digital citizenship in a 21st Century learning environment.

***Students are not allowed to store books or school materials in their cars for retrieval during the school day and are expected to keep their personal property with them.***

### **Work Permits**

Students under the age of eighteen (18) must obtain a work permit at CHS after securing an opportunity for employment. Work permit requests and work permits may be picked up from the College and Career Center in the library or in the Counseling Office when on campus, or by visiting our school's website at [covinahigh.net](http://covinahigh.net) and clicking on the Work Permit informational links on the main page. In order to be eligible for a work permit, students are required to maintain positive attendance and school performance. If they do not, employers will be notified and the student will be unable to continue working. If a work permit is revoked, the student may apply to have their work permit reinstated if attendance, behavior, and/or academic performance has improved enough to maintain a C average for at least one term and/or have fewer than three (3) unexcused absences for one term.

## **Health Office**

### **Health Clerk**

The Health Clerk reviews immunization requirements and other documents, helps to organize Vision and Hearing screenings, and provides first aid assistance when on campus. A District Nurse is on call to respond to emergencies, and Paramedics are called when appropriate.

### **Health-Related Modifications to Academic Program**

Parents of students who require modifications to their academic programs due to health-related concerns should contact the Counseling Office. Counselors will work with families and their physicians, Administrators, School Psychologists, and others to determine appropriate services which could include, but are not limited to, the following options: Adaptive/Modified Physical Education, Home/Hospital Instruction, reduction of school day, implementation of a 504 plan, or assignment of a Health Instructional Aide.

### **Health Services**

Students requiring first aid, needing to take prescription or over-the-counter medications while on campus, carrying inhalers, or needing other access to health services or health-related information, including tobacco-use cessation programs, should contact the health clerk in the health office.

### **Medications**

Medication (prescription or nonprescription) CANNOT be administered to students and are not allowed on campus unless parents/guardians have completed and turned in (to the office) the proper medication authorization form. Students may obtain the form from the Health Office. Students requiring medication at school must be identified to the school by the parent/guardian and/or physician. All student medication must be in the original container and will be kept securely locked in the Health Office. Students may not carry any medication (prescription or over-the-counter) with them on campus unless the appropriate form is on file in the Health Office. All approved medications will be administered by the Health Clerk or designee to students at authorized times throughout the day. Students will be allowed to leave class, without penalty, to take necessary approved medication(s).

### **Illness at School**

If students become ill during the day, they need to get a pass from their teacher and report to the Health Office. A Health Clerk/trained staff member can assess the situation and make the necessary arrangement for students to either stay at school or go home. If the Health Clerk/trained staff member determines that a student needs to go home, a parent/guardian will be notified and will need to sign their student out of school in the Attendance Office. If a student leaves campus without checking with the Health Clerk/trained staff



member and being signed out by their parent/guardian in the Attendance Office, consequences may be administered for truancy.

## **Prevention and Safety**

***Covina High School's goal is to provide a safe and positive learning environment for all students. The following services are available to students and their families:***

### **Confidential Reporting**

Students may confidentially report a variety of concerns/information to the Student Services or Counseling offices. This may be done in direct conference with an Administrator or with other adults on campus (SRO, counselors, teachers, campus supervisors, or office personnel) who will then notify Administration. Incidences of bullying/harassment, potential problems or facts about a crime should always be reported.

Students should also report knowledge of potentially life-threatening personal problems that require crisis intervention. Areas of concern include (but are not limited to) depression, suicidal ideation (ideas or thoughts of suicide), self-injury, child abuse (physical, sexual or emotional abuse or neglect), abusive boyfriend/girlfriend relationships, eating disorders, or substance abuse.

### **Emergency Procedures**

Covina High School students and staff conduct emergency evacuation drills (fire, earthquake, disaster, lockdown). In case of a real emergency, students will stay with their teacher in an assigned area until the "all-clear" bell rings. Students will be released to persons indicated on the emergency release card ONLY. In the event of an emergency, parents will be notified via phone, e-mail, or the Emergency Broadcast System. Please do not attempt to come to the campus to pick up your child in the event of a lockdown. No student will be released until the lockdown is lifted.

### **Harassment Complaint Procedures**

Students are encouraged to report to an Administrator or Counselor all incidents of harassment: sexual, physical, emotional or verbal abuse. The incident will be investigated and appropriate disciplinary action will be taken. **It is extremely important that harassment reports be made as soon as possible to the Assistant Principal.**

### **Personal Issues**

Students requesting help with personal issues (grief, anger management, low self-esteem) can request referrals from the Counseling or Student Services office. Referrals to group or individual counseling on campus during the school day (parent permission required to participate) or to off campus agencies can be made.

### **Self-Referrals**

Covina High School provides several programs to promote social, emotional, and physical health, as well as academic success. There are no disciplinary consequences for students requiring assistance.

### **Substance Abuse**

Students seeking help with a substance abuse problem (either due to their own use or that of a friend or family member) may request a referral from Counseling or Student Services.

### **Tobacco Resistance**

Students who want to quit smoking may request a referral from Counseling or Student Services, to an appropriate "Stop Smoking" program.



## **Health Services**

### **COVID-19**

## **Emergency Plan, Procedures & Policies**



- I. Introduction**
- II. Home Guidance**
- III. School Site Procedures and Protocols Guidance**
- IV. Classroom Guidance, Procedures and Protocols**
- V. Health Office Procedures and Protocols**
- VI. Return to school policy/procedure**
- VII. Resources - Pending**
- VIII. Appendices**
  - A. C-VUSD suspected/positive case flow chart
  - B. COVID-19 Screening Tool
  - C. COVID-19 Return to Work/School Screening Tool
  - D. COVID-19 CPR Guidelines
  - E. COVID Testing Sites



### **Health Services**

The purpose of this document is to outline the Covina-Valley Unified School District Health Services return to school guidelines and re-opening of campus considering the COVID-19 pandemic. These procedures, policies, and protocols have been carefully considered to address and promote the safety, health, and welfare of our community. These procedures, policies, and protocols have been thoughtfully developed with local, state, and national guidance to ensure best practice given the most current available information.

## Home Guidance

- Per CDC, signs and symptoms of COVID-19 include:
  - Cough
  - Shortness of breath or Difficulty breathing
  - Chills
  - Fatigue
  - Muscle or body aches
  - Congestion or runny nose
  - Sore throat
  - Headache
  - New loss of taste or smell
  - Nausea
  - Vomiting
  - Diarrhea
- How COVID-19 is spread: COVID-19 is thought to be spread mainly from person to person. It is spread between people who are in close contact with one another (within 6 feet), through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths of noses of people who are nearby or possibly inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 72 hours without the use of medicine that reduces fever AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.
- Consistent with County of Los Angeles Department of Public Health, anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering. These are to be worn at all times while on school except while eating, drinking, napping, or participating in activities that preclude their use. Face coverings are to be washed daily.
  - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- For students with underlying medical conditions, please consult with your student's health care provider to determine if your student is medically safe to be at school.
- General prevention of communicable diseases:
  - Avoid close contact with people who are sick
  - Stay home when you are sick and seek medical attention when needed
  - Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash. Follow with hand washing.
  - Avoid touching your eyes, nose, and mouth. The eyes, mouth and nose are the portal into the body for viruses. If you do touch your face, wash your hands afterwards.
  - Wash hands often with soap and water (20 seconds) FREQUENTLY
  - If you do not have soap, use hand sanitizer (60–95% alcohol based)



- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Practice social distancing
- Wear a cloth face covering your nose and mouth when you are out in public
- CDPH strongly recommends that students and staff immunize against influenza each autumn and age appropriate vaccinations are kept to date.
- Parents/guardians are asked to complete health screenings of their students **each morning** before school by checking their temperature and for signs and symptoms of COVID-19. Parents/guardians are asked to keep students at home when ill, symptoms for COVID-19 are present, or if they have been exposed to a confirmed COVID-19 case. Students must stay home for temperatures of 100° F or greater.
- Any student with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after resolution of fever (without fever-reducing medication) and improvement in other symptoms (Los Angeles County Department of Public Health, 2020). Students should stay home if exposed to someone with COVID-19 for 14 days after last exposure.
- If a student is ill while at school and has COVID-19 symptoms/or a fever, a surgical facemask will be placed on the student if they do not already have a mask or face covering. The student will be separated away from well students while waiting for a parent/guardian to arrive for pick up per CDC guidelines. It is recommended that parents seek testing for COVID-19.
- Parents/guardians are to communicate to school staff (school nurse, administrator, health clerk or office clerk) **immediately** if your student tests positive for COVID-19.
- In accordance with County of Los Angeles Department of Public Health a cluster of COVID-19 cases (3 or more within 14 days) in the educational setting must be reported. Public Health will provide recommendations for interventions to protect the health and well-being of students and staff at school.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. Additional close contacts outside of the classroom should also isolate at home (CDPH, 2020).
- Privacy, confidentiality, and protected health information will be maintained.
- Identify your student's healthcare provider to have on hand to communicate any symptoms your child may be experiencing.
- A Return to Work/School Screening Tool must be completed prior to school return if the student/staff was placed on home isolation/quarantine.

## School Site

**Passive Screening:** Temperature screening prior to coming to school

- Staff and students are to check temperature at home.
- Ensure temperature is below 100.4° Fahrenheit.
- Check for COVID-19 symptoms:
  - Cough
  - Shortness of breath or Difficulty breathing
  - Chills
  - Fatigue
  - Muscle or body aches
  - Congestion or runny nose
  - Sore throat
  - Headache
  - New loss of taste or smell
  - Nausea
  - Vomiting
  - Diarrhea

## Active Screening:

- Temperature Screening may be required or taken by staff upon entering school
- Any student presenting with a temperature of 100.4 ° F or greater will be directed to the health office for additional screening and given a surgical mask if the student is not already wearing one. (Contact office if escort is needed).
- Any visitor presenting symptoms or has a temperature of 100.4 ° F will NOT be allowed to enter the campus or school district facility
- Staff performing active screening will send student with a health office referral slip that documents **student's name** and the **temperature** obtained.

*Staff and students are to **stay home** if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.*

## Classroom Guidance

### Healthy Hygiene Practices

- Optimal healthy hygiene practices will be encouraged, including handwashing or the use of alcohol-based hand sanitizers, to prevent infections and reduce the number of viable pathogens that contaminate the hands. Handwashing is the single most effective infection control intervention (CDC). Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethanol and 70% isopropyl alcohol, the active ingredients in CDC-recommended alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as COVID-19. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water.
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

Students, staff, and individuals in the educational setting will be encouraged to wash hands or use hand sanitizer often as follows:

- 1) After blowing your nose, coughing, or sneezing
- 2) After using the restroom
- 3) Before eating or preparing food
- 4) Before and after touching face
- 5) After playing outside
- 6) Before putting on and after removing gloves
- 7) After touching frequently touched areas (e.g., doorknobs, handrails, shared computers)

### Preventive Measures

Preventative measures signs will be posted in health office that will educate students and staff and serve as reminders of ways to prevent the spread of COVID-19. These include reminders to:

- **Cover your Cough Posters (CDC)**  
[https://www.cdc.gov/flu/pdf/protect/cdc\\_cough.pdf](https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf)
- **Wash your Hands Posters (CDC)**  
<https://www.cdc.gov/handwashing/pdf/poster-germs-are-everywhere.pdf>
- **Protect yourself and others**  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

- 1) Encourage individuals to cover their mouth and nose with a tissue when they cough or sneeze, place the used tissue in the opened-top wastebasket, and then wash their hands.
- 2) If tissues are unavailable, encourage individuals to cough or sneeze into the upper sleeve or elbow, not onto their hands. Handwashing must follow.
- 3) Wash hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol content and rub until the contents are dry.
- 4) Encourage individuals to avoid touching their face with their hands as much as possible. The eyes, mouth and nose are the portal into the body for viruses.
- 5) Use of face coverings.
- 6) Encourage individuals to avoid close contact with people who are sick.
- 7) Ensure physical distancing.
- 8) Stay home if you are experiencing COVID-19 symptoms and/or a temperature of 100.4°F or greater.

### **First Aid**

First aid situations, to the degree possible, should be handled in the classroom to prevent office congregation and possible cross exposure. The following recommendations are made:

- All classrooms are stocked with first aid supplies
- Health office staff are available for support
- To the extent possible, students provide self-care with staff direction and physical distancing
  - Paper cuts, small abrasions, picked scabs - have them wash hands and apply band aid if needed.
- Minor headaches and/or fatigue - allow them to get snack/drink water first. Send to the health office if they are not better after 20 minutes
- Mild stomachache and/or nausea - allow to use the restroom, drink water, and have snack first. Send if they are not better after 20 minutes
- Localized bug bite - if no allergy history and not spread over large area of skin, clean with soap and water and apply cool paper towel to area to help prevent scratching.
- Anxiety/Stress/Psychosocial Issues - if not affecting breathing or medical health try giving water, snack, redirection, or please refer to office
- If a student has symptoms that are not resolved in the classroom, send to the health office for further screening. Call the health office to notify them of a student coming up for follow up care.
- Utilize the revised Health Office Referral slip provided by your school nurse.
- There will be a separate room for isolating students presenting with fever and other respiratory symptoms as determined by the Health Office.



### **Sick Day Guidelines –**

Students must NOT attend school or must be sent home if at school with the following symptoms:

- Fever or chills – Temperature 100.4° F or higher
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Diarrhea

### **Mental Health**

Students experiencing loss or trauma will be referred to site administrator and/or counseling.

### **Health Office**

#### **Illness Screening Procedure**

1. Student presents in the health office presenting COVID-19 symptoms:
2. Take student's temperature by way of no-touch thermometer and complete Symptom Checking Tool. If no symptoms of COVID-19, treat student according to normal health office policies.
3. If student has a fever of 100.4 F or greater and has at least 2 or more symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever or chills, new loss of taste or smell, nausea/vomiting, diarrhea, muscle or body aches, sore throat), send student to isolation room
4. Start contact tracing worksheet.
5. Send to the isolation room with illness screening form and the contact tracing worksheet accompanied by staff.
6. Notify administrator and school nurse of student's status.
7. See isolation room procedure.

### **Healthy Hygiene Practices**

Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water. Handwashing is to be done before and after every student encounter.

- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

### **Physical Distancing**

- All students shall maintain a 6 feet distance (2 arms' length) at all times.
- Social distancing will limit the spread of COVID-19. Schools will adhere to the following strategies to maintain social distancing as much as possible:



- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Group activities are limited (i.e., assemblies, award ceremonies, athletics).
- Classroom space is arranged allowing maximum space between students and staff.
- Student desks are arranged to face the same direction (rather than facing each other) and spaced six feet from teachers.
- Routes are designated for entry and exit to lunch, recess, and other transition times, as feasible. Staff will practice social distancing, including but not limited to, the following:
  - When working indoors or outdoor areas
  - Before and after the work shift
  - Coming and going from vehicles
  - Entering, working, and exiting physical buildings or other structures during breaks and lunch periods
- Students will have access to limited playground equipment during recess and will be encouraged to maintain social distancing where possible.
- Breaks and lunches will be staggered to ensure that physical distancing can be maintained in workrooms and break rooms.
- All employees, on-site contractors, vendors and delivery personnel will be provided instructions regarding maintaining physical distancing and the required use face coverings.
- 

## **PPE**

Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene

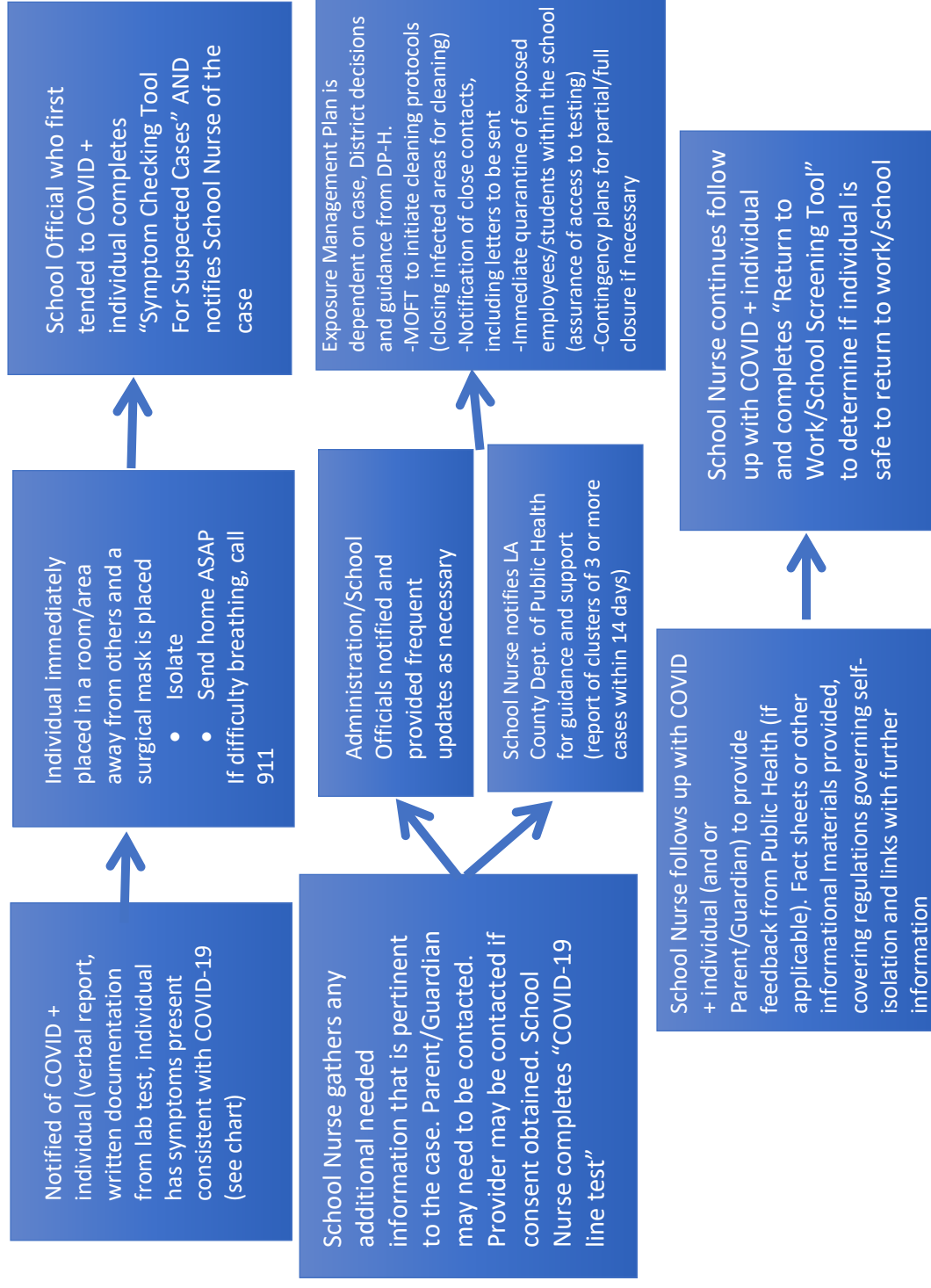
- In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings anyone (students, parents, or other employees) entering school property must utilize face coverings:
  - While in the classroom
  - While waiting to enter campus
  - While on school grounds (except when eating or drinking)
  - While leaving school
  - While on the bus
- Personal Protective Equipment (PPE) will be provided to staff and students. Students and staff will be provided two reusable cloth face masks and are expected to wear them daily. Personal face coverings will be allowed in compliance with dress code policy. Employees and parents are instructed to wash their face coverings daily.



- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- Teachers, and identified staff members will receive two reusable face shield. Staff members are required to wear face coverings including:
  - Interacting in person with any member of the public.
  - Working in any space where food is prepared or packaged for sale or distribution to others.
  - Working in or walking through common areas, such as hallways, courtyards, and stairways.
  - In any room or enclosed area where other people are present when unable to physically distance.
- Medical grade masks are provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering. These masks are available in our health offices.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service. Gloves are available in school offices.



## FLOW CHART FOR WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19







## COVID-19

### Symptom Checking Tool for Suspected Cases

Name of student/staff: \_\_\_\_\_ School Site: \_\_\_\_\_

Parent/guardian's name & phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** Complete the following questionnaire. Please select Y=Yes or N=No and record on the sheet. If the answers provided show suspicion COVID-19, under order of the Public Health Officer the person must stay home until 14 days after your last exposure or at least 10 days passed since symptoms first appeared.

Please record individual temperature here _____. If your temperature is more than 100F, individual must go home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been exposed to someone with COVID-19 in the past 14 days? * If yes, provide date of exposure: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel ill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any of the symptoms listed below?	
<b>Check boxes of symptoms reported or seen (not related to any other health condition):</b>  <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> Chills <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Sore throat <input type="checkbox"/> Headache <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting (unidentified cause, unrelated to anxiety or eating) <input type="checkbox"/> Diarrhea	

Symptom check performed by: \_\_\_\_\_

Nurse notified of suspected/confirmed case: \_\_\_\_\_

## COVID-19 Return to Work/School Screening Tool

The Centers for Disease Control and Prevention (CDC) has developed a **Symptom Based Strategy** that allows individuals to discontinue home isolation after COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html> According to the CDC, “The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. One option includes symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy).”

Name of Staff or Student: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Interview conducted: ☐ Face to face ☐ Telehealth (phone/virtual) ☐ Other: \_\_\_\_\_  
 Date: \_\_\_\_\_

Symptom-Based Strategy Assessment	
1. Date the individual was diagnosed with COVID-19.	
2. Date the individual first COVID-19 symptoms appeared.	
3. Have at least 10 days passed since symptoms first appeared? *If not, individual must continue home isolation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the individual currently taking fever reducing medications? If yes, please list the medication and frequency: _____  (*If yes, the individual must continue to home isolate. At least 3 days (72 hours) must have passed since <i>recovery</i> , defined as resolution of fever without the use of fever-reducing medication.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Date of last fever.	
6. What symptoms did the individual have while ill with COVID-19? <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Chills  <input type="checkbox"/> Cough  <input type="checkbox"/> Muscle/body aches  <input type="checkbox"/> Diarrhea  <input type="checkbox"/> Fatigue  <input type="checkbox"/> Sore throat               </div> <div style="width: 45%;"> <input type="checkbox"/> Congestion/runny nose  <input type="checkbox"/> Shortness of breath  <input type="checkbox"/> Loss of sense/smell  <input type="checkbox"/> Nausea/vomiting  <input type="checkbox"/> Headache  <input type="checkbox"/> Other:               </div> </div>	
7. Does the individual have improvement of respiratory symptoms (e.g. cough or shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Based upon the Symptom-Based strategy criteria, the above individual:**

- ☐ May discontinue home isolation and return to work/school.  
☐ May not discontinue home isolation and return to work/school.

 \_\_\_\_\_  
 Print Name

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Registered Credentialed School Nurse Signature

Adapted from CSNO



# COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

## COVID-19 CPR

### COVID-19 and Adult CPR

If an adult's heart stops and you're worried that they may have COVID-19, you can still help by performing Hands-Only CPR.



American  
Heart  
Association.

#### Step 1



Phone 9-1-1  
and get an AED.

#### Step 2



Cover your own  
mouth and nose  
with a face mask  
or cloth.



Cover the  
person's mouth  
and nose with  
a face mask or  
cloth.

#### Step 3



Perform  
Hands-Only CPR.  
Push hard and fast on  
the center of the chest  
at a rate of 100 to 120  
compressions  
per minute.

#### Step 4



Use an AED as  
soon as it is  
available.

KJ-1424 4/20 © 2020 American Heart Association

### COVID-19 and Child and Infant CPR

If a child or an infant's heart stops and you're worried that they may have COVID-19, you can still help.



American  
Heart  
Association.

#### Step 1

Make sure the scene is safe.

Check to see if the child or  
infant is awake and  
breathing normally.



#### Step 2

Shout for help.

If you're alone,  
phone 9-1-1 from a  
cell phone, perform  
CPR with 30 compressions  
and then 2 breaths  
(if you're willing and able)  
for 5 cycles, and get an AED.

If help is available, phone 9-1-1. Send someone  
to get an AED while you start CPR.



#### Step 3

Provide CPR with compressions and breaths (if you're  
willing and able).



##### Start child CPR

Push on the middle of the chest 30 times at a  
depth of 2 inches with 1 or 2 hands.  
Provide 30 compressions and then 2 breaths.  
Repeat cycles.



##### Start infant CPR

Push on the middle of the chest 30 times at a  
depth of 1½ inches with 2 fingers.  
Provide 30 compressions and then 2 breaths.  
Repeat cycles.

Use the AED as soon as it arrives. Continue CPR until  
EMS arrives.

KJ-1424 4/20 © 2020 American Heart Association



## COVID-19 TESTING LOCATIONS

### **Citrus Valley Pharmacy**

457 S Citrus Ave,  
Covina CA 91723

### **AltaMed Medical and Dental Group - West Covina**

1300 S Sunset Ave.  
West Covina, CA 91790

### **CVS - Azusa**

Drive-up  
915 East Arrow Highway  
Azusa, CA 91722

### **CVS - San Dimas**

Drive-up  
120 East Bonita Avenue  
San Dimas, CA 91773

### **CVS - City of Industry**

Drive-up  
21590 East Valley Boulevard, CA 91789  
Industry, CA 91789

### **CVS - Baldwin Park**

Drive-up  
1550 Puente Avenue  
Baldwin Park, CA 90706

### **Pomona Fairplex Gate 17**

Drive-up  
1101 W. McKinley Ave  
Pomona, CA 91768  
Gate 17 (Fairplex and McKinley)